

MEMORANDUM

To: Area-Wide Task Force Members and Ex-officio Members

From: Sarah Hubbard-Gray, Hubbard Gray Consulting

Date: February 5, 2003

Subject: Information Distribution and Focus Group Meeting Suggestions for Area-Wide Public Involvement Effort

To make sure that the appropriate stakeholder groups and organizations in your communities are provided with and have an opportunity to comment on the Area-Wide Soil Contamination Task Force preliminary recommendations, we are asking for Task Force member input. Please fill in the two part form below with 1) all the stakeholder groups and/or organizations you think should receive the public involvement information packets and questionnaires, and 2) indicate which stakeholder groups and/or organizations you think should be invited to participate in a project focus group meeting. If you have contact information for the groups or individuals, please provide that as well. Since many groups have email and fax distribution methods set up to share information with their members, we will be requesting to get the information out through these methods as much as possible.

Please get this information to me via email (shgray@qwest.net) or fax (509-465-9412) by February 21, 2003. If you have any questions or comments feel free to call me at 509-465-9410. Thank you for taking the time to provide your suggestions!

1. Organizations that should receive the public involvement information packets and questionnaires:				
Organization	City	Contact	Phone	Email

2. Organizations that should be invited to participate in a project focus group meeting (please remember that there will be limited time available for these meetings):				
Organization	City	Contact	Phone	Email